

ARIZONA DEPARTMENT OF HEALTH SERVICES		LEVEL	SECTION	NUMBER	DATE
		II	AdmPer	004	May 13, 2005
<b>SUBJECT:</b>	<b>OVERTIME COMPENSATION</b>				

<b>SUPERSESSION:</b>	AdmPer004, "Overtime Compensation" - approved 05/16/2003
----------------------	--

### **PURPOSE**

To set forth the procedures for payment of overtime for hospital employees eligible to receive overtime in accordance with the Arizona Department of Health Services Policy and Procedure Manual.

### **POLICY**

It is the policy of the Arizona State Hospital to pay overtime to all personnel designated as eligible in accordance with the Fair Labor Standards Act (FLSA) and the Arizona Department of Health Services Policies and Procedures. The employee (claimant) and the supervisor(s) have the responsibility to ensure compliance in order to be compensated for the overtime worked.

### **AUTHORITY**

ARS § 36-206 Duties of superintendent; deputy; clinical assessment  
Arizona Administrative Code, Title 9, Chapter 10.  
Arizona Administrative Code, Title 9, Chapter 20.

### **APPLICABILITY**

Supervisors of hospital personnel eligible to receive overtime and hospital personnel eligible to receive overtime.

### **DEFINITIONS**

"Overtime" - the actual time worked in excess of forty (40) hours within one (1) week, in accordance with the Fair Labor Standards Act (FLSA). For further clarification, see the Arizona Department of Health Services Procedure Manual, Overtime Procedures.

### **DIVISION PRIMARY POSITION OF RESPONSIBILITY**

The Director of Training and Education, Arizona State Hospital, is responsible for coordinating the hospital's policies and procedures.

### **PROCEDURE**

1. When the needs of the hospital are such that an employee is required to work overtime, the employee must obtain prior approval from the supervisor.

**NOTE:** Treatment unit nursing services' personnel must obtain prior approval from the specific Assistant Chief Nursing Officer, or the Psychiatric Nurse Coordinator.

**NOTE:** All other services must obtain prior approval from the Director/Manager of that service area.

**Responsible Person: Employee Working Overtime and Employee's Supervisor**

ARIZONA DEPARTMENT OF HEALTH SERVICES		LEVEL	SECTION	NUMBER	DATE
		II	AdmPer	004	May 13, 2005
<b>SUBJECT:</b>	<b>OVERTIME COMPENSATION</b>				

2. The employee's supervisor will prepare the "Authorization" section of a "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7). For nursing authorization, the form will be forwarded to the Assistant Nurse Executive Officer or the Psychiatric Nurse Coordinator. This form must be completed when an employee works more than eight (8) hours in one day although overtime is not paid until an employee actually works in excess of forty (40) hours in one (1) week.

**Responsible Person: Employee's Supervisor**

3. The hospital employee authorized to approve overtime will ensure that the "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7) is completed properly. If it is completed properly, hospital employee authorized to approve overtime will sign the form and forward it to the supervisor of the shift to be worked.

**Responsible Person: Hospital Employee Authorized to Approve Overtime**

4. The "Claim" section of the "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7) must be filled in on completion of the period of overtime authorized, the employee working the overtime will sign the form, the supervisor will sign the authorization blank, and then deliver the completed "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7) to the timekeeper.

**Responsible Person: Employee Working Overtime and Employee's Supervisor**

5. The timekeeper will verify the actual hours worked by comparing the "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7) with the shift schedule and will then forward the "Daily Authorization to Work Overtime, Shift Differential, and/or Forensic and Claim Form" (ADHS/F7) to payroll in accordance with the timekeeping policy.

**Responsible Person: Timekeeper**

ARIZONA DEPARTMENT OF HEALTH SERVICES		LEVEL	SECTION	NUMBER	DATE
		II	AdmPer	004	May 13, 2005
SUBJECT:	OVERTIME COMPENSATION				

<b>Approved:</b>  <hr/> John C. Cooper, M.A., H.S.A. Chief Executive Officer	<b>Date:</b>  
The Director of Performance Improvement, Arizona State Hospital, is responsible for coordinating the hospital's policies and procedures.	

Additional Approval:

<hr/> Donna Noriega, LCSW Chief Operating Officer	<hr/> Date
<hr/> Tariq Ghafoor, M.D. Acting Chief Medical Officer	<hr/> Date
<hr/> Colleen Rannels, R.N., BSN Chief Nursing Officer	<hr/> Date
<hr/> Dennis Morgan Director, Hospital Human Resources	<hr/> Date

Users are encouraged to suggest improvements regarding this policy and procedure to the PPR.
--